



## EXAMPLE STAFF TIMETABLES

### TEACHER (Contact 30)

### Example B

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Maximum Hours		
0800-0840	Breakfast	Breakfast Monitor (30 mins)	Breakfast Monitor (30 mins)	Breakfast	Breakfast	Breakfast	Breakfast	Contact Hours 30		
0840-0900	Assembly	Breakfast	Breakfast	Assembly	Assembly	Day Off	Morning Activity (3 hours)	Meetings 1		
0900-1030	Teaching (1.5 hrs)	Teaching (1.5 hrs)	Teaching (1.5 hrs)	Teaching (1.5 hrs)	Teaching (1.5 hrs)			Teacher Development 1		
1030-1100	Break	Break	Break	Break	Break			Meal monitor 2		
1100-1230	Teaching (1.5 hrs)	Teaching (1.5 hrs)	Teaching (1.5 hrs)	Teaching (1.5 hrs)	Teaching (1.5 hrs)			Activities, Excursions 8		
1230-1300	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Planning 5		
1300-1330	Lunch Monitor (30 mins)			Teachers' Meeting (Half an hour)	Lunch Monitor (30 mins)			Admin 1		
1330-1500	Teaching (1.5 hrs)	Teaching (1.5 hrs)	Teaching (1.5 hrs)	Teaching (1.5 hrs)	Teaching (1.5 hrs)	Afternoon Off		<b>Total hours = 48 maximum</b>		
1500-1530	Break	Break	Break	Break	Break					
1530-1700	Teaching (1.5 hrs)	Teaching (1.5 hrs)	Teaching (1.5 hrs)	Teaching (1.5 hrs)	Teaching (1.5 hrs)					
1700-1800	Optional Joint Planning session (1 hour)	Teacher Development (1 hour)	Optional Joint Planning session (1 hour)	Admin/Report-Writing/Certificates (1 Hour)	Optional Joint Planning session (1 hour)					
1800-1830	Staff Meeting (Half an hour)	Optional Joint Planning (1 hour)		Optional Joint Planning session (1 hour)						
1830-1900	Dinner								Dinner	Dinner
1900-1930		Dinner		Dinner	Dinner				Dinner	Dinner
1930-2000	Setting up activity (0.5 hours)	Evening Off	Setting up activity (0.5 hours)	Evening Off	Setting up activity (0.5 hours)				Evening Off	Evening Off
2000-2200	Evening Activity (2 hours)		Evening Activity (2 hours)		Evening Activity (2 hours)					

## EXAMPLE STAFF TIMETABLES

### TEACHER (Contact 15) Example A

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Maximum Hours
0800-0840	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Contact Hours 15
0840-0900	Assembly	Assembly	Half day Excursions (3.5 hrs)	Assembly	Assembly	Full Day Excursion (10 hrs)	Day Off	Teacher Development 1
0900-1230	Morning Activity & Free Time Monitoring (3 hrs)			Morning Activity & Free Time Monitoring (3 hrs)	Morning Activity & Free Time Monitoring (3 hrs)			Admin 1
1230-1300	Lunch	Lunch	Lunch	Lunch	Lunch	Packed Lunch	Lunch	Activities, Excursions & Other Duties 25
1300-1330				Teachers' Meeting (Half an hour)				Meetings 1
1330-1500	Teaching (1.5 hrs)	Teaching (1.5 hrs)	Teaching (1.5 hrs)	Teaching (1.5 hrs)	Teaching (1.5 hrs)			Planning 5
1500-1530	Break	Break	Break	Break	Break			<b>Total hours = 48 maximum</b>
1530-1700	Teaching (1.5 hrs)	Teaching (1.5 hrs)	Teaching (1.5 hrs)	Teaching (1.5 hrs)	Teaching (1.5 hrs)			
1700-1800	Optional Joint Planning session (1 hour)	Teacher Development (1 hour)	Optional Joint Planning session (1 hour)	Admin/Report-Writing/Certificates (1 Hour)	Optional Joint Planning session (1 hour)			
1800-1830	Staff Meeting (Half an hour)	Optional Joint Planning (1 hour)		Optional Joint Planning session (1 hour)				
1830-1900	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner	
1900-1930								
1930-2000		Setting up activity (0.5 hours)						
2000-2200	Evening Off	Evening Activity (2 hours)	Evening Off	Evening Off	Evening Off	Evening Off	Evening Off	

## EXAMPLE STAFF TIMETABLES

### TEACHER (Contact 15) Example B

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Maximum Hours
0800-0840	Breakfast	Breakfast Monitor (30 mins)	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Contact Hours 15
0840-0900	Assembly	Breakfast	Assembly	Assembly	Assembly	Day Off	Morning Off	Meetings 1
0900-1230		Morning Activity & Free Time Monitoring (3 hrs)		Morning Activity & Free Time Monitoring (3 hrs)	Morning Activity & Free Time Monitoring (3 hrs)			Teacher Development 1
1230-1300	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Activities, Excursions & Other Duties 23
1300-1330				Teachers' Meeting (Half an hour)				
1330-1500	Teaching (1.5 hrs)	Teaching (1.5 hrs)	Teaching (1.5 hrs)	Teaching (1.5 hrs)	Teaching (1.5 hrs)		Afternoon Activity & Free time monitoring (5 hours)	Meal Monitoring 2
1500-1530	Break	Break	Break	Break	Break			Admin 1
1530-1700	Teaching (1.5 hrs)	Teaching (1.5 hrs)	Teaching (1.5 hrs)	Teaching (1.5 hrs)	Teaching (1.5 hrs)			<b>Total hours = 48 maximum</b>
1700-1800	Optional Joint Planning session (1 hour)	Teacher Development (1 hour)	Optional Joint Planning session (1 hour)	Admin/Report-Writing/Certificates (1 Hour)	Optional Joint Planning session (1 hour)			
1800-1830	Staff Meeting (Half an hour)	Optional Joint Planning (1 hour)		Optional Joint Planning session (1 hour)				
1830-1900	Dinner	Dinner Monitor (30 mins)	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner Monitor (30 mins)
1900-1930		Dinner						
	Setting up activity (0.5 hours)	Evening Off	Setting up activity (0.5 hours)	Evening Off	Evening Off	Evening Off	Evening Off	Setting up activity (0.5 hours)
1930-2200	Evening Activity (2 hours)		Evening Activity (2 hours)					Evening Activity (2 hours)